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STANDARD FORM NO. 64

Approved For Release 2000/08/28 : CIA-RDP78-03991A000200070003-9

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Special Staff/LO

FROM : Chief, Administrative Staff/LO

SUBJECT: Weekly Activity Report

DATE: 30 December 1953

## 1. GENERAL

### a. Agency Regulations (continued item)

No activity

### b. Logistics Office Notices and Instructions (continued item)

No activity

## 2. PROJECTS AND STUDIES IN PROGRESS

### a. Logistics Support Course (continued item)

Because of the fact that the Supply Division will be involved in a major inventory project during the month of January, the second Logistics Support Course will be scheduled to begin 15 February 1954. Course announcements will be circulated during the week of 4 January.

### b. Organization Manual (completed item)

Work has been temporarily discontinued on this project and no further report will be made until work on the project is resumed.

### c. Training Evaluation Program (new and continued item)

The Training Officer is currently evaluating the first Logistics Support Course in terms of instructor ratings - student evaluations. Evaluations of student performance in BIC and other training programs are also being reviewed and will be discussed with appropriate Division and Branch officials.

## 3. OTHER ITEMS OF INTEREST

### a. Personnel Report (continued item)

Personnel report of the on-duty strength for the week ending 30 December 1953 is [REDACTED]

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*Log of (en) file  
12 people appear high*

b. Review of LO Career Designations (continued item)

No Change

c. Basic Intelligence Course (Sup) (continued item)

The Logistics lecture in the next Administrative Support Course will be presented on Thursday, 14 January 1954.

d. Vital Material Program (continued item)

Arrangements have been made whereby Procurement Division will begin, as of 1 January 1954, to prepare extra copies of all contracts, supplements and amendments for current deposit in Vital Records.

e. Work Program - Administrative Staff (continued item)

Conferences have been held by the Chief, Administrative Staff, with the Methods Examiner and the Records Management Officer concerning the work programs for these functions for the period 1 January through 30 June 1954.

f. Human Resources Program (new and completed item)

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The Chief, Administrative Staff conferred with Dr. [REDACTED] relative to his report on the Human Resources Program for the Logistics Office.

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g. Transfer of Motor Pool Personnel (new and completed item)

A multiple list personnel action has been written and submitted to Personnel Office covering the transfer of the Motor Pool [REDACTED] from General Services Office to Transportation Division of Logistics Office.

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4. MAJOR OBJECTIVES

a. Career Service Program (continued item)

A study has been initiated to streamline the secretary's function of the LO Career Service Board.

b. Logistics Office Training Program (continued item)

No change.

LO/AS/GM (30 Dec. 1953)

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